

## *Solicitation Mailing List Applications*

The Commerce Business Daily (CBD) is the most reliable form of information on potential contracting activities of the government. As a rule, all DOT procurement requirements over \$25,000 are advertised in the CBD. In addition, procurement offices may establish solicitation mailing lists for commonly purchased products or services.

It is extremely important that in today's competitive market businesses who want to work with the federal government have access to the Internet. Many contracting opportunities are being announced over the Internet in keeping with the emergence of Electronic Commerce. To assist businesses in identifying contracting opportunities which may be of interest, the OSDBU maintains a Contracting Opportunities page at <http://osdbuweb.dot.gov/consolic.htm>. From this site, businesses have the ability to search the DOT Procurement Forecast, State DOT Procurement/Acquisition Sites, and review other Federal Acquisition and Procurement websites.

While more and more federal agencies rely on emerging technologies to identify and solicit potential contractors, some still use solicitation mailing lists. The prescribed form for requesting inclusion in a solicitation mailing list or bidder's list, is the Standard Form 129 commonly known as the SF 129. The SF 129 may be used by all federal agencies and allows prospective contractors to provide general information about the company and the product or services it provides.

A separate SF 129 must be used for each procuring activity. The Bidder's List is used for planning purposes and to match procurement opportunities with companies that may be able to provide the specific products or services required. However, it must be emphasized that inclusion in a particular mailing list does not guarantee receipt of a solicitation.

Two main coding systems are used by the government to classify procurement requirements and industries. The Standard Industrial Classification (SIC) and the Federal Procurement Data System (FPDS) codes. The SIC codes primarily describe industries and the FPDS is primarily used to classify requirements. In addition, because of the specialized nature of their procurement requirements and/or their automated systems, procurement office may develop specialized coding system(s). Since each coding system is unique, care must be taken to show which code is which when completing the SF129.

Each procurement office within DOT operating administrations except the Federal Transit Administration (FTA) and Federal Railroad Administration (FRA) maintains a Bidder's Mailing List. A separate SF 129 must be used for each procuring activity. The Bidder's List is used for planning purposes and to match procurement opportunities with companies that may be able to provide the specific products or services required. However, it must be emphasized that inclusion in a particular mailing list does not guarantee receipt of a solicitation.

For purposes of filling out the Standard Form 129, it is recommended that except where otherwise indicated, both the FPDS code and SIC codes be used in addition to a brief description of the company's capabilities. Also, care must be taken to provide any other codes prescribed by the procuring activity for classifying prospective contractors within their source list. It is important that you indicate only those products and/or services in which your company possesses the competence to perform satisfactorily. It is to your advantage to take a realistic approach to your capabilities.

If you desire, you may submit along with the SF129 additional information which briefly describes the company's capabilities. Brevity of information will expedite handling and is advisable. Firms placed on a mailing list are expected to respond to any notice received. Firms failing to respond may be removed from that particular mailing list.

